

Tennessee College of Applied Technology Jackson  
Computer Loan Agreement

Name (print) : \_\_\_\_\_ ID# \_\_\_\_\_

I hereby agree to the following terms and conditions when borrowing a computer from TCAT Jackson

- I am responsible for reporting any damages or equipment malfunctions immediately
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be my responsibility.
- I will be responsible for saving my data off of the computer before I return back to TCAT Jackson.
- TCAT Jackson is not responsible for any loss of data due to malfunction of the computer or user error.

A college hold will be placed on your account once the item is loaned and will remain on your account until the computer is returned to TCAT Jackson at the end of the term or until the value of the computer is paid to the College.

If the device is not returned at the end of the term, legal action may be brought against you.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the TBR and TCAT Jackson guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment. I understand that legal action may be brought against me for not returning the computer.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Computer Serial Number: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Checked in By: \_\_\_\_\_

Student Hold Removed: \_\_\_\_\_